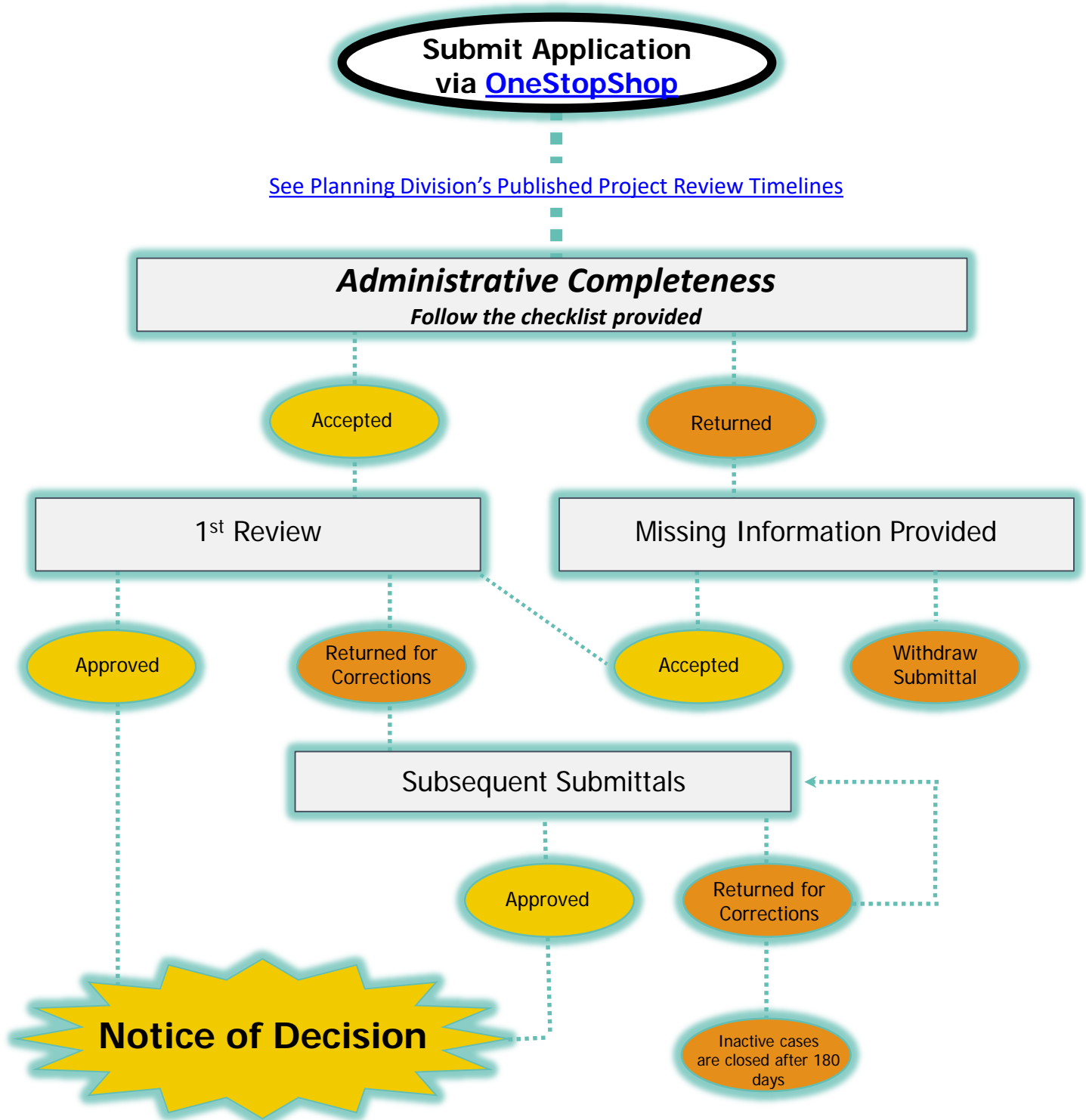


Administrative Relief from Development Standards



Administrative Relief from Development Standards

- Administrative Relief from Development Standards is to authorize minor deviations from the requirements of the [Land Development Code Article 5.3](#), and may only be granted prior to construction.
- Administrative Relief from dimensional requirements of the Land Development Code not to exceed 10 percent of the requirement and any relief granted shall be the minimum required to implement the purposes of the zoning code and improve the quality of development.
- Authorized administrative relief will be documented with findings and the following findings will establish the rationale for the granting of relief.
 1. Relief is necessary due to the physical attributes and conditions of the property and the proposed use or structure including, but not limited to, topography, noise exposure, irregular property boundaries, or other unusual circumstance;
 2. There are no alternatives to the requested modification that could provide similar benefits with less potential detriment;
 3. Granting the relief does not threaten the health or safety of the public or the occupants of the property or would create a change in land use or density that would be inconsistent with the requirements of this Code;
 4. Granting the relief does not impose an undue financial or administrative burden on the Town;
 5. There are no compelling public interests that justify the denial of the requested relief or the imposition of conditions;
 6. The applicant's demonstrated need substantially outweighs any detriment to public needs and interests; and
 7. If relief is being requested pursuant to the requirements of State or Federal law, the relief is necessary to reasonably accommodate the needs of an applicant pursuant to the specific requirements of State or Federal law.
- Useful Links on Gilbert's Planning & Development webpage:
 - [Development Fee Schedule](#)
 - [Planning Division Project Review Timelines](#)
 - [Zoning and Land Development Code](#)

Submittal Formatting, Required Materials and Checklist:

- ☐ Submit electronic copy of ALL required items on checklist. (No 24" x 36")
- ☐ **Purge** images of unnecessary blocks and layers (single layer).
- ☐ **Save each exhibit as a separate PDF per document naming below.**

Document Naming:

- ☐ Exhibit 1: Property Owner Authorization
- ☐ Exhibit 2: Project Narrative
- ☐ Exhibit 3: Site Plan
- ☐ Exhibit 4: Elevation(s) (if applicable)
- ☐ Exhibit 5: Letter from Architectural Review Committee / Property Owner's Association / Home Owner's Association (if applicable)
- ☐ Exhibit 6: Other Exhibits (if applicable)

Checklist

☐ Exhibit 1: Property Owner Authorization

- ☐ Must be signed by property owner.

☐ Exhibit 2: Project Narrative

- ☐ Project Narrative should be typed in a 12pt font and no more than 5 pages in length.
- ☐ Describe proposed project of what is being requested;
- ☐ Describe before and after changes, provide all new specifications.

☐ Exhibit 3: Site Plan and Detail Sheets

- ☐ Vicinity Map with site noted;
- ☐ Graphic scale, north arrow, exhibit date;
- ☐ Project data table including: lot area and net acres, parking, percentage of landscape area, gross building square footage, etc; Dimension property lines, building setbacks, require landscape areas, easements, alleys, private streets, adjacent rights-of-way, existing and future improvements, access points, signals, etc.;
- ☐ Location and size of any existing/proposed building(s) or structure(s);
- ☐ Depict adjacent lot lines and/or structures within 50 feet
- ☐ Location of required building setbacks and spaces between buildings with dimensions.

NOTE: [Standard Commercial and Industrial Site Plan Notes](#) must be included on an exhibit within the project submittal for all commercial or industrial requests.

☐ Exhibit 4: Elevations (if applicable)

- ☐ Graphic scale and date;
- ☐ All existing and proposed elevations of each building identified by geographic direction; Dimensioned and keyed to the Colors Material Table;
- ☐ Color and Materials Table with name, manufacturer product identification;
- ☐ Location, type and mounted height of proposed wall mounted lighting fixtures.

☐ Exhibit 5: Letter from Architectural Review Committee, Property Owner's Association / Home Owner's Association (if applicable)

- ☐ Letter from Architectural Review Committee or Property Owner's Association or HOA stating their approval of this project.

☐ **Exhibit 6: Other Exhibits (if applicable)**

- ☐ Other optional information (i.e., letters from adjoining property owners, photos, sketches)